

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1610
Approved by C.S.B.
April 2, 2003

ACCOUNT CLERK

DEFINITION

Under general supervision performs a variety of routine clerical accounting work and performs other related work as required.

DISTINGUISHING FEATURES

Positions assigned to this class perform clerical accounting work of average difficulty. Work in the class is characterized by the independent application of computerized accounting and financial management systems, methods and procedures, and by the independent performance of duties and decision making with guidance available for unusual or special circumstances. Work is distinguished from that of higher classes by the routine nature of the work performed and by the limited level of independent responsibility. Initially supervision and training are given in detail and as the incumbent becomes more capable, works with a higher degree of independence. Work in the class is distinguished from that of lower classes by the more advanced level and scope of duties involved. Work performed will vary according to position assignment, which may include work in one or more, of the following: accounts receivable, accounts payable, payroll time keeping, general ledger, budget, purchasing, auditing or revenue collections.

EXAMPLES OF DUTIES

1. Performs a variety of routine clerical accounting duties involved in the preparation, maintenance and processing of accounting records and financial transactions.
2. Reviews various documents including forms, applications, invoices, deposit slips, and other records for arithmetical accuracy and consistency applying established coding and record keeping practices.
3. Assembles, sorts, tabulates, codes, and files fiscal and statistical data; makes arithmetical calculations and verifies totals and extensions; performs computer data entry and/or maintains manual records to post, adjust, and balance accounts; allocates funds to correct accounts according to established procedures; balances and reconciles accounts.
4. Maintains various ledgers, registers, journals, spreadsheets, payroll time records, inventories and other financial records according to established practices.
5. Collects and accounts for money; issues vouchers and receipts; maintains petty cash, operates a cash register, and prepares deposits as assigned.
6. May confer with the general public relative to the issuance of business licenses and other applicable ordinances, codes and regulations; reviews applications and computes fees; follows up with appropriate applications and records changes; sends out and processes renewal notices; collects delinquent payments and performs various audits as needed.
7. Prepares and processes various bills and invoices; prepares entries, tabulations, forms, and routine documents according to established guidelines; maintains files; operates data terminals, calculators, and other standard office equipment as required.
8. Provides information, routes inquiries, resolves complaints and interprets and explains policies and procedures.
9. Prepares reports, statistics, and summaries and may assist with various projects or activities as assigned.
10. May perform a variety of general office support duties such as opening, distributing and processing mail, ordering supplies, filing, answering telephones, greeting the public, and performing general document production.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from High School.

Experience: Two years of bookkeeping or statistical record keeping experience including maintenance and review of financial records and collecting and accounting for funds.

Knowledge

Knowledge of the principles and practices of general accounting, bookkeeping and financial record keeping and reporting; automated accounting systems; basic mathematical principles; modern office procedures, methods and equipment including computers and designated supporting applications such as spreadsheets.

Ability

Ability to perform routine clerical accounting work and perform arithmetic calculations and operations with speed and accuracy; effectively operate a variety of modern office equipment including computers and designated related software; utilize automated data processing and computerized accounting and financial management systems; interpret, apply and explain established policies; procedures and codes; compile and review information; prepare records and reports; work effectively under pressure and with frequent interruptions; use initiative and exercise independent judgment; establish and maintain accurate records; communicate effectively, establish and maintain effective working relationships with employees and the general public.

Keyboard Skill

Ability to type from clear printed copy at a speed of 35 net words per minute.

10-Key Skill

Ability to operate a 10-key calculator by touch.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.